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Office Memorandum • UNITED STATES GOVERNMENT

TO : Classification and Wage Division, OP
ATTN : [REDACTED]
FROM : Personnel Officer, Administrative Staff, ORR
SUBJECT: T/O Position Change

DATE: 26 July 1954

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1. This Office requests that the position of Clerk-Typist, Slot No. F-1037, in the Office of the Chief, Economic Research, be changed to Clerk-Steno at the same grade level.

2. This position serves as a backstop to the Secretary-Steno positions in the Office of the Chief, Economic Research, and the incumbent, in the absence of one or more of these stenographers, takes and transcribes dictation for the Chief and/or Deputy Chief of the Economic Research area. In addition to this, the incumbent utilizes her stenographic skill to alleviate any backlog of work in any of the Economic Divisions whenever the need arises. The present incumbent, [REDACTED] is fully qualified as a stenographer.

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[REDACTED]
St/A/RR/WCC:vap

Distribution:

O&1 - Addressee
2 - St/A
1 - OAD

[REDACTED]
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LJ
7-29-54